

FAQs for Background Checks and Child Maltreatment

1. Who needs background checks including child maltreatment?

- a. Applicants for a first-time license in Arkansas (recent graduates or reciprocity applicants) must complete all three background checks if they do not have the background checks on file within twelve (12) months of filing the application.
- b. Licensed educators must complete background checks upon every renewal including child maltreatment. That means every five years.
- c. Licensed educators must also complete the background checks and child maltreatment check when changing employment, unless they have been done within the previous 12 months.
- d. Classified employees upon hiring or change of employment.
- e. Pre-service teachers enrolled in a teacher preparation program must complete all three background checks before clinical practice.

2. Where is the Online Background Check Consent Form?

- a. The Online Background Check Consent Form may be found at this link on the ADE website:
<http://adeaels.arkansas.gov/AelsWeb/Consent/Consent1.aspx>
- b. You must print the form after completing it (or download it to a mobile device) and bring it with you to the fingerprinting location.

3. How do I pay for my background checks?

- a. Follow these instructions:
http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Instructions_for_payment_for_online_ASP_and_FBI_background_checks_revised_04_10_2017.pdf

4. If I move from one school district to another do I need new background checks?

- a. Yes, if your last set of background checks are more than twelve (12) months old.

5. If I work at more than one school district at a time, do I need to complete background checks for each school district?

- a. Yes, if your last set of background checks are more than twelve (12) months old.

6. If I work at an education service cooperative and also work part-time for a school district, do I need to complete background checks for each employer?

- a. No, unless your last set of background checks are more than twelve (12) months old.

7. Where are the Live Scans (electronic finger printing machines) located?

- a. At all 15 educational service cooperatives across the state, and one at ADE
 - i. An applicant may go to any education service cooperative to use the Live Scan, even if they are not from the school district affiliated with that cooperative. Always call first for an available time.
- b. At certain school districts that have agreed to fingerprint for surrounding school districts. Note: Not all school districts with live scan machines have agreed to fingerprint for other districts.
- c. Here is the list of Live Scan Location:
http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Live_Scan_Locations_04_10_17.pdf

8. What are the Department's hours of operation for live scan fingerprinting at the ADE offices?

- a. Monday through Friday (except state holidays), 8:00 a.m. to 4:15 p.m.

9. May I go to a local law enforcement office for live scan fingerprinting?

- a. Typically, no. Local law enforcement offices do NOT typically offer live scan fingerprinting for teachers and school employees. However, a few have agreed to have their equipment programmed to electronically submit live scan fingerprints for ADE background checks. You may contact your school district or the Arkansas State Police to inquire about which law enforcement offices are available.

10. Why use Live Scans?

- a. Turn-around time is much faster usually within 24 hours unless under research
- b. Rejection rate is much lower than paper
- c. Cleaner process; no black ink

11. What do I need to bring with me to a Live Scan location?

- a. Transaction number from either:
 - i. The school district, employer, or educator preparation program; or
 - ii. The online payment receipt (see question 3 above)
- b. Printed copy of the Online Consent Form
- c. A government-issued photo ID

12. If I have a concealed carry permit can I use the Live Scan at the cooperative to renew my permit?

- a. No, you cannot use the Live Scan at the cooperative for that purpose. They are programmed only for Department of Education purposes.
- b. Likewise, you may not use background check results from a concealed carry permit for Department of Education purposes.

13. Can background check results from other agencies be used for the purpose of a Department of Education background check?

- a. No, the FBI has strict rules prohibiting this.

14. How do I get the Child Maltreatment Central Registry check?

- a. The Child Maltreatment Central Registry check form can be downloaded from the ADE website or the link below
http://www.arkansased.org/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Central_Registry_Form_011513.pdf

15. What are the fees?

- a. Effective October 1, 2016, the fees for an individual applying online for state and federal background checks are:

\$22.00 (state criminal history record check)
\$13.00 (national criminal history record check)
\$ 2.00 (online transaction fee)
\$37.00 TOTAL

- b. Child Maltreatment is \$10 and must be mailed to the Department of Human Services (not to ADE).

16. What are my privacy rights concerning background checks?

- a. You may obtain a copy of your privacy rights at:
http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Background_Check/APPLICANT_PRIVACY_RIGHTS_AND_RECORD_CORRECTION.pdf

17. How do I correct my record if it is wrong?

- a. The instructions for correcting a record with the FBI are found at http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Background_Check/APPLICANT_PRIVACY_RIGHTS_AND_RECORD_CORRECTION.pdf
- b. To correct a record with the Arkansas State Police, contact State Police headquarters.

18. What happens if my fingerprints are rejected?

- a. You will receive a letter from the Arkansas State Police.
- b. Follow those directions and use the fingerprint card received with the letter to get inked fingerprints.
- c. For more information, view this document:
http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Background_Check/REJECTED_FINGERPRINTS.pdf

19. How do I get a copy of my state and federal criminal record reports?

- a. Only the applicant can receive a copy of the report sent to the Department of Education. The report cannot be disclosed to any third party, including an attorney.
- b. You must appear in person at the Department of Education with a government issued photo ID.

20. Contact for other questions

- a. Please contact Educator Licensure office at 501-682-4342 or
- b. Email Clara Toney at clara.toney@arkansas.gov